

ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
1. Electronic Document Management Solution Re-Contract:	Request approval to enter a re-contract for the supply of the Council's Enterprise Electronic Document Management Solution, including the implementation of a new document image server, in accordance with the Contract Procedure Rules.
2. Is this a Key Decision:	<p>A Key Decision is one that is likely to:</p> <ul style="list-style-type: none"> (a) Result in the Council spending or making savings of over £50,000 revenue or £1m capital, or; (b) Have a significant impact on two or more Wards, or electoral divisions in the Council's area. <p>This is a key decision</p>
3. Decision Taken:	<ul style="list-style-type: none"> 1. To approve the re-contract of the Electronic Document Management Solution, including new document image server, for a period of 1.5 years with the option to extend by 1 year. 2. To delegate approval to the Director of Resources and Business Transformation to be able to exercise the 1-year contract extension if required. 3. With approval from the Executive Lead Member to apply exemption to Contract Procedure Rules 17.6.1 in that the Contract is for the execution of works or the supply of goods or services certified by the Chief Officer to be required so urgently as to preclude the invitation of tenders.
4. Reasons for the Decision:	<p>There is an urgent need to re-contract with the supplier of the Council's Electronic Document Management Solution (EDM) in order to mitigate potential significant risks in relation to the provision of an adequate document management solution for our Planning and Revenues functions.</p> <p>In order to mitigate these risks, we will need to have signed a new contract by 23rd September 2022 which incorporates the addition of a new, cloud-based, document image server.</p>

5. Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:

Detailed report attached

6. Was the Decision classed as exempt? If so, what were the reasons for this:

Please refer to the Constitution which explains the legal grounds for exempting from publication information used to make a decision.

No

7. Alternative Options Considered / Rejected:

Do Nothing

This is not an option that should be considered. The risk posed to delivering statutory services or encountering disruptions to the service will have a major impact on the Council. The services at risk are a statutory function and must be delivered as well as avoiding unnecessary reputational damage of not being able to provide such a service. If we do nothing we will be out of contract on 30th April 2023.

Extend by 1.5 years on a right to use licence and annual maintenance only with a further 1-year option.

This would provide the extension of contract time required however it would not mitigate against the risk of an image server being in a de-supported environment. The worst-case scenario is that the imager server becomes unstable, and we lose access to stored images. This will affect our ability to deliver a full planning service where the service relies on stored images as well as Revenues and Benefits stored images in relation to support information for benefit assessments. The Image Server data is currently held on premise. The system holds approximately 3.15TB of data.

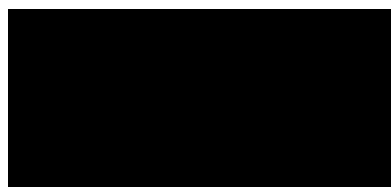
8. Declarations of Interest and Dispensations – if applicable:

Any Declarations of Interest relating to this decision and subsequent dispensations should be listed.

9. Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate):

10. Name / Title of the decision taker:

(a) Executive Lead Member for Regeneration and Corporate Transformation,
Councillor Matthew Relf



Date: 11 August 2022

TO BE COMPLETED BY DEMOCRATIC SERVICES

1. Date that the decision was notified to Members:

11 August 2022

2. Date and time when the Call-In period for this decision ends:

5pm – 18 August 2022

3. Date when the decision can be implemented (five clear working days following publication):

19 August 2022

4. Decision Reference Number (if applicable):

N/A

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.